HOMELESSNESS PREVENTION AND RAPID RE-HOUSING
Frequently Asked Questions
June 5, 2009

1. Can an entity in an entitlement area (area receiving HPRP funds directly) apply for the Virginia HPRP program?
    Yes, this program is statewide. Proposals serving non-entitlement areas will be given higher priority.

2. Do applications that propose to serve entitlements and non-entitlements areas receive priority?
    Yes. Proposals that include non-entitlement areas will be given higher priority.

3. What role can shelter providers play?
    Shelter programs can be a lead applicant, a primary partner, or a partner. The primary focus of the program is rent/financial assistance. Either the lead applicant or the primary partner must have current experience providing this type of assistance in order to be eligible.

4. Can a Continuum of Care be an applicant?
    A local Continuum of Care may be a lead applicant, primary partner, or partner in the proposal, however the lead applicant must be either a unit of government or non-profit 501 (c) (3).

5. Why does the Virginia HPRP require that applicants must be able to serve outside their proposed geographical service area?
    The Virginia HPRP is intended to serve statewide and particularly in localities that are not directly receiving HPRP. This competitive application process is likely to result in some localities not being covered by one or more of the HPRP sub-grantees. In order to assure statewide access, HPRP sub-grantees may be required to serve households in need that reside in areas not covered by a HPRP grantee or sub-grantee.

6. If an applicant agrees to serve adjoining counties outside their normal service area which are underserved, would additional funds be made available for this expanded service area?
    Awards will be based on the request including the proposed service area which may or may not exceed the normal geographical service area of an applicant. However, sub-grantees may be required to serve persons outside of their areas (see question #5).

7. Why does the application include information about a primary partner?
In order to be eligible for HPRP funding the proposal must include either an applicant and/or primary partner that is:
- ➢ *Experienced at providing financial assistance*
- ➢ *A current user of HMIS and/or other equivalent system*

8. What is the difference in a lead applicant and a primary partner?
DHCD created the option of having a primary partner so that the HMIS and financial assistance delivering requirements can be more easily met by applicants. It is not necessary for a lead applicant to have a primary partner.

9. Is it necessary to have a partner if the lead applicant can handle the entire process?
No. However, DHCD encourages collaborative proposals from communities to ensure that all the service needs of clients are met.

10. Can an agency be a partner in more than one application?
Yes. However, DHCD encourages community wide collaboration in applications.

11. Should all agencies that plan to deliver services in conjunction with HPRP be a part of the grant application or should the application only be made by agencies that will serve as the lead?
The application should be made by the lead agency. Applicants may choose to include a primary partner if needed to fulfill the HMIS and/or financial assistance delivery requirements. However, applicants should discuss their plans for complete service delivery in the proposal and provide MOUs as appropriate.

12. What are the required outcomes of the HPRP?
We are awaiting guidance on this from HUD. However, applicants may want to report outcomes from similar programs in the application.

13. Is HPRP meant to be a long-term sustainable program?
The HPRP is designed for a finite period of time. Given that and the limited funds available for administration, DHCD feels it is appropriate for providers to collaborate rather than establish completely new systems.

14. The guidelines state that DHCD anticipates sub-grantee awards in the $150,000 to $300,000 range. Does this mean that applicants should stay within that range?
At this point DHCD has no way of knowing the number of applications that will meet the threshold requirements or the areas from which applications will be submitted. The range stated is an anticipated range based on estimates made by DHCD. Applicants may request amounts outside of the range – either higher or lower. However, the amount of the request should be fully supported in the

"Numbers Served" and "Need Narrative" portions of the proposal. The reasonableness of the request will be considered in the scoring process.

15. If an award is made for $300,000 (or any given amount) but the proposal covers several jurisdictions, will each jurisdiction receive that amount or will the $300,000 be divided among the jurisdictions?
The award made is the total grant amount and will cover all jurisdictions and activities within the proposal/contract.

16. Is the award one sum of money divided into two years?
The award amount will cover the two year grant term. However, sub-grantee performance will be monitored closely with year-two funding contingent upon year-one performance.

17. Will the award be divided equally into two parts since it is a two-year contract?
The award amount will not be divided into equal parts. The rate of expenditure will be determined by the sub-grantee. However, if a grantee has not expended at least one-half of the grant award by the end of year one a portion or the total of the remaining balance may be de-obligated and reallocated to ensure that the funds are expended efficiently and effectively.

18. Is the second year of funding guaranteed?
No. It is contingent on sub-grantee performance in year one (see questions 16 and 17).

19. How will the funds be dispersed to the sub-grantees?
Sub-grantees will be reimbursed through quarterly Requests for Reimbursement. However, if a sub-grantee chooses, DHCD will allow an initial allocation of 15 percent of the total grant award to ensure adequate cash flow.

20. Does the local government certification require adoption by the unit of government through a resolution or signature by the chief administrative officer? When will this document be available?
HUD has stated that there must be local government approval. It is our understanding that this will be through signature by the chief administrative officer rather than resolution. However, we are still awaiting the required form from HUD. We will make the form available as soon as it is made available to us. If it is not feasible to have the form(s) signed prior to the submission of the proposal the applicant should note that in the proposal with an anticipated completion date.

21. Does each local government in the proposed service areas have to sign the local government certification?
Yes.

22. Can a local government support multiple applications?
Yes. However, DHCD encourages community wide collaboration.

23. Is the planning commission a verifiable source of local government certification?
No. The local government certification form must be signed by the chief administrative officer of the local government.

24. Can HPRP be used for leasing a house for a SRO facility or even a lease-purchase of such a property?
No. HPRP funds (financial assistance and housing stabilization/relocation services) must be directly attached to a client rather than a property.

25. Does DHCD anticipate funding different applications in the same region?
DHCD encourages collaborative proposals from communities. Should more than one proposal be submitted from the same area, DHCD would question why there had not been successful planning to submit a collaborative proposal. It is important to remember that all proposals must receive approval from their local Continuum(s) of Care and local government(s).

26. Can multiple applications be submitted by the same agency?
Yes. There may be circumstances in which this would be appropriate if an agency serves multiple areas. While an agency may submit multiple applications, to do so for the same area would be questioned.

27. Should the agency policies and procedures be submitted with the application?
No. Only the documents listed should be submitted with the proposal. However, all agency policies and procedures should be available upon monitoring by DHCD, HUD or other federal officials.

28. May HPRP funds be used to upgrade an existing HMIS system?
The Data Collection and Evaluation portion of HPRP (limited to five percent of the total award) may be used to upgrade a HMIS system if the upgrades are specifically related to the HPRP program. Applicants should contact their local CoC HMIS administrator in reference to all HMIS system related issues.

29. Does 50 percent AMI include individuals recently unemployed?
Individuals recently unemployed may or may not qualify depending on individual circumstance. Income limits are available on HUD's web site at http://www.huduser.org/DATASETS/il.html. Sub-grantees should use HUD's Section 8 income eligibility standard for HPRP.

30. Does credit repair mean payment of credit debt?

No. HPRP funds may be used for services designed to improve a program participant's financial skills and resolving personal credit issues. However, HPRP funds may not be used to pay credit debt.

31. Are HPRP sub-grantees allowed to pay for pet deposits or additional monthly rent for pets?

No. Pet care is an ineligible expenditure.

32. If a participant is receiving rental assistance through another federally-funded grant program, can they also receive funding through HPRP?

HPRP assistance cannot be provided to eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program. There are six cost types: rent payments (client portion or the subsidy), security deposits, utility deposits, utility payments, moving cost assistance, and hotel/motel vouchers. So, if a participant is receiving rental assistance under another program, HPRP funds may not be used for rental assistance during that same time period. However, it could be used to pay for a security deposit or utility payments. For example, a homeless veteran entering a HUD-VASH project may receive security deposit assistance through HPRP funds.

33. Should the prescreening application be submitted prior to the full application?

No. The prescreening application should be submitted at the same time the full proposal is submitted.

34. Do all partners need DUNS numbers and to be registered in the Central Contractor Registration (CCR)?

Only lead applicants and primary partners need DUNS numbers and to be registered in the CCR.